

Paid Parental Leave FAQs

FAQ:

Q1. What is The Paid Parental Leave Policy?

A1. The Paid Parental Leave Policy allows unrepresented employees to take up to 6 weeks or 240 (hours) of paid leave for the birth, adoption, or fostering of a child/children.

Q2. Who is eligible for Paid Parental Leave?

A2. Probationary and regular employees who are unrepresented or belong to a collective bargaining agreement containing this benefit and are regularly scheduled to work at least 20 hours per week are eligible for paid parental leave. Temporary, seasonal, on-call employees, and interns are not eligible for this benefit.

Q3. What are the provisions of Paid Parental Leave?

A3. The Paid Parental Leave Policy allows employees up to 6 weeks or 240 hours of paid leave for the birth, adoption, or fostering of a child/children. Part-time or alternate scheduled employees will receive prorated leave hours based on their regularly scheduled work week. This policy runs concurrently with Family and Medical Leave (FMLA) and City Protected Leave.

Q4. What is the eligibility criteria for Paid Parental Leave?

A4. Eligible employees must meet the following criteria:

- Have given birth to a child/children.
- Be a spouse or committed partner of a person who has given birth to a child/children.
- In the process of adopting a child/children or starting the foster care placement of a child/children (in either case, the child must be age 18 or younger).
- Adoption of a new spouse or committed partner's child/children is excluded from this policy.

Q5. When will the Paid Parental Leave Policy go into effect?

A5. The Paid Parental policy goes into effect as of April 27th, 2023. Employees may request Paid Parental Leave for qualifying events which begin on or after this date.

Q6. What are the procedures for taking Paid Parental Leave?

A6. Approved Paid Parental Leave may be taken at any time during the 12-month period immediately following the birth or start of the adoption/foster placement process of a child/children with the employee. Multiple births or placements do not alter the amount of Paid Parental Leave available for each qualifying event. An employee is limited to 6 weeks or 240 hours of Paid Parental Leave in a rolling 12-month period. Paid Parental Leave is compensated at the employee's regular hourly rate. Paid Parental Leave is not paid out upon separation of employment. Paid Parental Leave must be exhausted before an employee may utilize sick leave, vacation leave, or Personal Convenience Holidays for the birth, adoption, or foster placement of a child/children with the employee.

Q7. How does an employee request Paid Parental Leave?

A7. Employees will provide their supervisor and the Human Resource (HR) department with a notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete either FMLA paperwork or, if not FMLA eligible, the Paid Parental Leave Form and provide all documentation as required by the HR department to substantiate the request.

Link to Form: [city-paid-parental-leave-request-form.pdf \(ne.gov\)](https://www.lincoln.ne.gov/files/2023/04/city-paid-parental-leave-request-form.pdf)

Q8. Am I required to take Paid Parental Leave at the same time as FMLA?

A8. Yes, Paid Parental Leave runs concurrently with FMLA.

Q9. Who may I contact if I have more questions?

A9. You may contact HR via email at risk@lincoln.ne.gov

We hope this information helps you understand the new benefit better. If you have any questions, please do not hesitate to contact the HR department!